

**23 JANUARY 2002**



**Medical Command**

**POST SUICIDE ASSESSMENT AND  
REPORTING REQUIREMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 44-1, Medical Operations. Implements information and procedures contained in HQ PACAF policy letter titled, *Post Suicide Assessment and Reporting Requirements*, dated 29 June 01. It establishes policy and procedures for conducting post suicide investigations and reporting requirements for commanders. The commander will ensure provisions are complied with. This supplement applies to all host and associate organizations on Eielson AFB. This supplement does not apply to Air National Guard or US Air Force Reserve units or members.

**SUMMARY OF REVISIONS**

This is a new operating instruction and must be completely reviewed.

**1. General.**

1.1. Following the completed suicide by an active duty Air Force member or an AF civilian employee, the squadron commander (or equivalent) of the unit suffering the loss will conduct a post suicide assessment/investigation. The purpose of the assessment will be to review the circumstances surrounding the member's death and develop lessons learned to help prevent similar occurrences.

1.2. Following the investigation, the member's squadron commander will prepare a report, brief the 354th FW/CC, the 354 FW IDS (Access Eielson) and the 354th Community Action Information Board. In addition, the squadron commander will travel to HQ PACAF to brief COMPACAF on circumstances involved, contributing factors, conclusions, recommendations, lessons learned, and actions taken.

**2. ASSESSMENT/INVESTIGATION PROCEDURES.**

2.1. Investigations should begin as soon as possible after the event. Security Forces, OSI, and local authorities may be conducting separate investigations and can provide limited information to com-

manders for their investigations. All investigations and BAT/TOX tests etc., should be completed prior to the briefings. In civilian occurrences, limit information gathering to public sources, law enforcement agencies, and the supervisory chain. There is an on-going requirement for commanders to make immediate telephone contact with HQ PACAF/SG at DSN 317-449-2332 ext 231/201 as well as timely (within 1 week after the event) completion and submission of the Suicide Event Worksheet to HQ PACAF/SG (FAX DSN 317-448-2083). These notifications will include information known at the time.

2.2. The following information must be forwarded to HQ PACAF/SG and be included in base level and COMPACAF briefings.

2.2.1. Background of personal and military characteristics of the deceased including, but not limited to: marital status, age, gender, race, rank, time in service, time on station, AFSC, number of days TDY in last 6 months, and job performance including any changes in the last 6 months.

2.2.2. A synopsis of previous (e.g., financial, relationship, substance abuse), organizational problems, (e.g. disciplinary action, supervisor conflict, change in duty location, dissatisfaction with job), or social problems (e.g. isolation, conflict with dormitory residents) problem identification and services provided for these problems.

2.2.3. 72 hour history detailing all events in which the deceased was known to be involved during the 72 hours prior to the suicide. Include family and friends contacted, helping agency involvement, contact with the chain of command or co-workers, whether a suicide note was left, method of suicide, location of suicide (e.g. home, work), and what agencies were involved after the suicide (e.g. ambulance, security police).

2.2.4. Assessment of the services provided after the suicide including, but not limited to, critical incident stress debriefings, mental health support for family and friends, chaplain, or family support center assistance, and informal support by the community.

2.2.5. "Lessons learned" summarizes any factors or issues which will be used to improve our helping resources/services to our members. The investigator should keep in mind the "reasonable person" criteria. Would a reasonable person, given the information available prior to the event, have done anything different?

2.3. The following Assessment and Investigations worksheet will aid commanders in conducting investigations and covers all required information needed for reports to HQ PACAF/SG and base and COMPACAF briefings. Complete when any active duty member or DoD civilian employee commits suicide. Fax this data to HQ PACAF/SG at DSN 317-448-2083 within 1 week of the suicide. The local OSI Detachments may be contacted to secure information. In civilian occurrences, limit contacts to public sources and the supervisory chain.

2.3.1. General Information.

Base: \_\_\_\_\_ Sponsor's Unit: \_\_\_\_\_

Sponsor's Name: \_\_\_\_\_ Rank/Grade: \_\_\_\_\_ Branch of Svc: \_\_\_\_\_

Victim's Name: \_\_\_\_\_

Victim's Relationship to Sponsor (*circle*) :Self Spouse Child Other Family Member

Victim's Age: \_\_\_\_\_ Race: \_\_\_\_\_ Gender (*circle*) Male Female

Length of time in local area: \_\_\_\_\_

Marital Status (*circle*): Single Married Separated Divorced Widowed

If victim had children, how many? \_\_\_\_\_ age(s) and gender(s): \_\_\_\_\_

2.3.2. The Event/History.

Date of Event: \_\_\_\_\_ Completed (*circle*)? Yes No

Method: \_\_\_\_\_

Location: (*circle all that apply*): On base In own home In car Other (specify): \_\_\_\_\_

Known Stressors/Precipitants for Event: \_\_\_\_\_

Did Individual Tell Anyone of Suicide Intent/Plan (*circle*): Yes No

Previous Attempts (*circle*): Yes No If yes, number of prior attempts: \_\_\_\_\_

Other Factors/Problems for the Individual or Family (*check all that apply*):

- Financial  Legal/Administrative  Marital/Intimate Relationship
- Parent-Child

If Parent-Child, which parent(s)?  Father;  Mother;  Stepfather;  Stepmother

If Parent-Child, which child(ren)?  Biological Child;  Stepchild

Work If work problems, with whom?  Supervisor;  Employee;  Other

Substance Abuse If substance abuse, type of substance: \_\_\_\_\_

Serious Illness If serious illness, who? \_\_\_\_\_

Other Factors/Problems for the Individual or Family (Explain): \_\_\_\_\_

2.3.3. Prior Interventions from Helping Agencies.

At this base? (*circle*) Yes No Before coming to this base? (*circle*) Yes No Unknown

If 'Yes' to either of the above, complete all items below. Put applicable letter(s) next to each service

B = Services received while at this base

P = Services received in the past

U = Unknown

<input type="checkbox"/> Life Skills Support Center	<input type="checkbox"/> Mental Health Inpatient	<input type="checkbox"/> FAP/Child Maltreatment
<input type="checkbox"/> FAP/Spouse Maltreatment	<input type="checkbox"/> EFMP/Child	<input type="checkbox"/> EFMP/Spouse

Financial Counseling       Chaplain Services       Family Support Center  
 ADAPT Eval/Treatment       Military Equal Opportunity.

Was individual/family actively engaged with helping services at time of suicide? (*circle*) Yes No

If not actively using services, date last utilized: \_\_\_\_\_

If seen for services, was suicide a focus of the intervention? (*circle*) Yes No

If services were offered, summarize presenting problem, frequency of contact, and nature of intervention (Use reverse if necessary.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

_____
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\_\_\_\_\_

\_\_\_\_\_

2.3.4. Information on Person Completing this Form.

Printed Name/Grade: _____
Phone Number: _____
Date Form Completed: _____

2.4. In addition to the ongoing information flow between the squadron commander suffering the loss and HQ PACAF/SG, the commander is required to draft a finalized report including all items mentioned in paragraph 2. to include lessons learned, actions taken and recommendations. Forward the report to HQ PACAF/SG NLT 60 days after the event.

**3. Briefings.**

3.1. All 354 FW and COMPACAF briefings will be presented in Power Point format. Use plain white background with USAF, 354 FW, or squadron organizational emblem in upper-left corner. Titles use "Title Case", 40 point, Arial, bold, blue, right-justified without shadows. Bullets use "Sentence case" and are limited to 3 sub bullets. First bullet is 24 point, Arial, bold, black and left-justified. Second and third bullets are 22 point, Arial, bold, black. Use third sub bullet when absolutely necessary, and never use fourth sub bullet. Format the bullet at all levels using a blue square. Never use text smaller than 18 point.

3.1.1. First slide is titled, "Eielson Post Suicide Briefing." Squadron commander's name and unit is in lower right-hand corner.

3.1.2. Second slide is titled, "Purpose." Bullets will address 1.) circumstances surrounding the member's death and 2.) lessons learned to prevent similar occurrences.

- 3.1.3. Third slide is titled, "Overview." Bullets will address 1.) deceased name, 2.) risk factors / warning signs, 3.) military and personal background, 4.) deceased 72 hour history, 5.) conclusions to include lessons learned and recommendations and 6.) lastly actions taken.
- 3.1.4. Fourth slide is titled, "Deceased Member." Bullets will address 1.) rank / name, 2.) unit / AFSC / TIS / TOS/# days TDY in past 6 months, 3.) age / gender / race / marital status, 4.) date / time member expired, 5.) location of death and, 6.) method of suicide.
- 3.1.5. Fifth slide is titled, "Risk Factors/Warning Signs." Bullets will address 1.) relationship problems / divorce, 2.) legal problems to include administrative actions / article 15 / court martial / investigations, 3.) financial problems, 4.) social problems, 5.) family history of suicide, 6.) family violence, 7.) history of mental health problems to include prior suicide attempts / depression / anxiety / personality disorder / bereavement / psychosis, and, 8.) substance abuse problems to include drug or alcohol factors contributing to suicide event.
- 3.1.6. Sixth slide is titled, "Background." Bullets will address 1.) military background to include assignments / EPRs / OPRs / history of adverse administrative and legal actions, helping agencies accessed by the deceased e.g. Mental Health, chaplain, Family Support Center, etc. and, last date member attended suicide awareness training, 2.) personal background to include education, marital / family history, health issues to include self and family members and helping agencies accessed e.g. Mental Health, Chaplain, Family Support Center, etc.
- 3.1.7. Seventh slide is titled "Background." Bullet will address 1.) 72 hour history prior to suicide of deceased member.
- 3.1.8. Eighth slide is titled, "Conclusions." Bullets will address 1.) lessons learned and, 2.) Recommendations.
- 3.1.9. Ninth slide is titled, "Actions Taken." Bullet will address 1.) Preventative actions taken.
- 3.1.10. Contact Eielson Life Skills Support Center at 377-3071 for a formatted electronic power point briefing template.
- 3.2. Contact the 354 FW Life Skills Support Center at 377-3071 or PACAF/SG at DSN 315-449-2332 ext 231 if you have questions or concerns about assessments, investigations, suicide reporting, or required briefings.

BOB D. DULANEY, Brig Gen, USAF  
Commander